



Monthly Departmental Report

9/12/2014

Finance Department

Human Resources

Information Technology

Park & Recreation

Planning & Community Development

Police Department

Fire Department

Public Works



Finance Department

Monthly Departmental Report

Through the Period Ended September 12, 2014

Activity	Status
Operations	
Successor Agency	<p>The City has completed the refunding of former Redevelopment Agency tax increment bonds. Through reduced debt service, this action will reduce the annual costs of the Successor Agency and generate additional funds to all the taxing entities immediately. The percentage of long term savings to the City is estimated at 16.4% and the Belmont Fire Protection District's share is estimated at 28.26%.</p> <p>The Oversight Board met on Thursday September 11th to review and approve the Successor Agency Administrative Budget and Recognized Obligations Payment Schedule for FY14/15B, covering the period January through June 2015.</p>
Economic Development	<p>The City is working with C/CAG to obtain the federal funds awarded to the City as part of the C/CAG Priority Development Area Planning Program. \$440,000 in grant funds will be used to assist with the preparation of a Belmont Village Specific/Implementation Plan. Preparation of this regulatory document is one of the actions adopted by the City Council as part of a larger Downtown Belmont revitalization plan.</p> <p>The City has retained the services of Keyser Marsten Associates (KMA), as well as Associated Right-of-Way Inc. (AR/WS) to help develop a Low-Moderate Income (LMI) property asset/retention plan that will further the City's goals of affordable housing production, and will complement the downtown revitalization efforts.</p>
PG&E Energy Efficiency Project	On May 27 th Council approved the City's participation in PG&E's Sustainable Solutions Turnkey (SST) Program for Energy Efficiency Measures. Staff continues to work with the City Attorney and PG&E to finalize contract documents.
Fiscal Year 2014 Audit	<p>Maze & Associates has completed their year-end audit fieldwork with no findings.</p> <p>Maze is on schedule to issue their opinion later this month and the results will be presented at the October 6th meeting of the Audit Committee and the October 14th Council meeting.</p>
Reporting	
Treasurer's Report	July report completed.
Monthly Budget Variance	July report completed.

Human Resources Department Monthly Report

August 2014

Recruitment Summary



Position	Department/Division	Filing Deadline	Status/Activity
Street Sweeper Operator	Public Works	August 18, 2014	Practical exams held, interviews forthcoming.
Maintenance Worker I/II	Public Works	September 16, 2014 or 150 applications received	Application period underway.
Equipment Operator – CCTV Assignment	Public Works	August 28, 2014	Interview(s) scheduled for the week of September 15.
Senior Recreation Leader – After School Program	Parks and Rec	Continuous	Application period under way.
Police Officer	Police	Continuous Recruitment	Interviews held September 8. Application period remains underway.

Daily Operations:

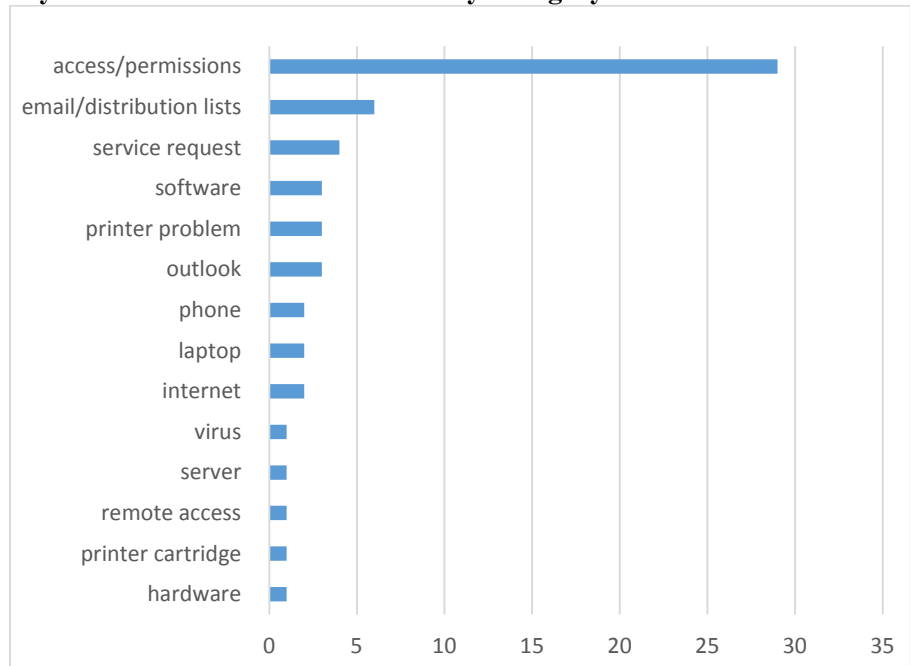
- Service Requests, 59 Trouble Tickets were received and responded to by IT

Trouble Tickets by Priority



59 TOTAL

Trouble Tickets by Category



www.belmont.gov: Activity August 1– August 31

Audience Overview

Aug 1, 2014 - Aug 31, 2014

Email Export Add to Dashboard Shortcut

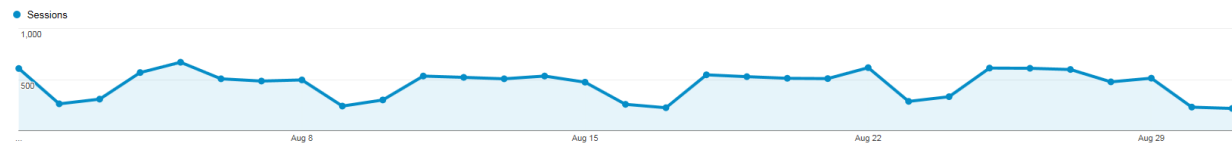
All Sessions
100.00%

+ Add Segment

Overview

Sessions VS. Select a metric

Hourly Day Week Month



Sessions

14,018

Users

9,828

Pageviews

45,146

Pages / Session

3.22

Avg. Session Duration

00:02:54

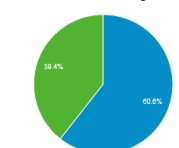
Bounce Rate

45.79%

% New Sessions

60.55%

New Visitor Returning Visitor



Demographics

Language

Sessions % Sessions

Major Projects:

- **Phone System Upgrade**

City Council approved an upgrade the City's phone system. The proposed solution will significantly reduce cost yet enhance capabilities. Phone System is scheduled to go live in September. Vilma Mixco is the project manager and can be contacted at vilma@belmont.gov

- **Meeting Agenda & Associated Broadcast**

Staff is currently working on providing tools to enhance the creation and presentation of meeting agendas and the associated TV and Internet broadcast. This project ties into the recently completed web design project. Look for exciting changes at www.belmont.gov during the September timeframe. Vilma Mixco is the project manager and can be contacted at vilma@belmont.gov

- **Hansen 8 – Asset Management and Work Order Upgrade**

Jason Eggers jeggers@belmont.gov is leading this multifaceted project that provides tools for staff to manage Belmont's assets (streets, sewer, parks etc.). The project is complicated by the inclusion of geographic information system (GIS) layers and the various application interfaces to other business applications. Project is slated to be complete later this summer.

- **Backup / Recovery**

A key requirement of the Information Technology Department is to provide an efficient and effective network backup system. In August staff implemented a solution from Unitrends that meets this requirement. Marisa Martinez was the Project Manager and can be reached at mmartinez@belmont.gov.

- **Police Officer Worn Video**

Information Technology assisted the Police Department in the successful deployment of Officer Worn Video. The video cameras have the potential to increase accountability and reduce complaints.

**Park & Recreation Department
Monthly Report
August 2014**



<p>DAY CARE</p>	<p>BELMONT COMMUNITY LEARNING CENTER:</p> <p>The Community Learning Center has 69 children enrolled.</p> <p>On August 13, Classrooms 5 and 9 went on a field trip to the Village Host for a pizza lunch. Three parents volunteered for the field trip and assisted staff with supervising the children.</p> <div data-bbox="475 573 987 957" data-label="Image"> </div> <p>Four families whose children are moving on to kindergarten organized a Goodbye Party for the children. The Ling, Patel, McGinlay, and Kanakis family provided a pizza lunch and bounce house for the children.</p> <p>We are pleased to introduce Thankamma Poulouse, who joined the Belmont Community Learning Center staff as a Substitute Preschool Teacher, this August. Thankamma holds a bachelor's degree in Literature and an AA degree in Early Childhood Education. Most recently she has worked at Windmill School in Portola Valley as the Director and Seabreeze School in Foster City. Welcome Thankamma!</p>
<p>SENIOR SERVICES</p>	<p>PROGRAMS and EVENTS:</p> <ul style="list-style-type: none"> ~The Twin Pines Shuttle provided 202 one way trips in August. ~ 330 Lunches were served in the Twin Pines Café. ~Volunteers provided 525 hours of dedicated service at the Twin Pines Senior & Community Center in August. ~An August Birthday Lunch was held, celebrating everyone born in the month of August. ~August movies were attended by over 305 people, with new DVD releases, foreign films and the classics being shown. ~Two programs were held in August promoting safe driving for senior citizens. The CHP and Supervisor Tissier's Office sponsored the Older Driving Seminar to a full class of 65 students. The AARP Mature Driver class was also held. This class is offered four times per year at Twin Pines.

**Park & Recreation Department
Monthly Report
August 2014**



	<p>~A Volunteer Recognition Picnic was held in the Twin Pines Meadow. This event featured a picnic style barbecue, and gave volunteers an opportunity to socialize and meet and greet other volunteers. For those that were game; bocce ball, badminton, ladder toss and other fun activities were available. The 65 Senior Services Volunteers provide invaluable services to the community and work in a variety of roles: Lunch Program, Front Desk Receptionist, Class Leaders and Fundraising.</p>
RECREATION PROGRAMS AND CLASSES	<p>ACTIVENET ONLINE REGISTRATION: The Parks & Recreation Departments online registration program continues to successfully serve its customers. An increasing number of our customers are taking advantage of the convenience of registering online from their home, office or laptop. Online registration generated the following transactions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 823 enrollments were processed during the month, generating \$86,405 in recreation program revenue. <input type="checkbox"/> 518 (63%) enrollment transactions were successfully processed online during the month of August. <input type="checkbox"/> Processed \$59,935 (69%) in program revenue via online transactions. <p>PROGRAMS and CLASSES:</p> <p>TEENS: Teen numbers: "Back to school on the 19th, the teen center served 225 youth and Barrett Community Center saw 20 students drop in.</p> <p>V.O.I.C.E.S. hosted their recruitment for new members for the 2014-2015 school year. Interviews, meetings and planning for the school year starts in September.</p> <p>The first of two installments of Movie Night in the Park was hosted on Friday, August 22nd in Twin Pines Park Meadow. Around 100 families, neighbors and friends enjoyed "The Nut Job" on the big screen, while enjoying concessions provided by the 4-H. "The Sandlot" will premiere Friday, September 5th at sundown.</p> <p>YOUTH: Approximately 570 kids were enrolled in camps during the month of August. There were 178 kids in our swim lessons for the final session August.</p> <p>ADULT: 124 registrations for adults were taken in August. Programs will be starting mid-September.</p>
RECREATION FACILITIES	<p>FACILITY RENTALS: Facility Uses: Complex – 33 Cottage – 8 Lodge – 9</p>

**Park & Recreation Department
Monthly Report
August 2014**



	<p>TPSCC – 25 Manor – 31 Taube - 2 Barrett – 16 Total Facility Uses - 129</p> <p>Picnic Areas: Alexander – 6 Buckeye – 8 Meadow – 4 Redwood – 7 Total Picnic Rentals – 25</p> <p>Total Revenue - \$29,683</p>
MEETINGS	<p>Barrett Ad Hoc Committee Meeting Belmont City Council Meetings Belmont Senior Citizen’s Advisory Sub-Committee Belmont Community Learning Center PTO Meeting Recreation Division Staff Meeting San Mateo County Parks and Recreation Directors’ Meeting San Mateo County Nutrition and Meals on Wheels Providers Senior Citizen’s Advisory Committee</p>

**Park & Recreation Department
Monthly Report
August 2014**



Parks Maintenance Activities

Location	Work Performed
Sports Complex/Bay Trail	Trimmed trees & brush clearance
Sports Complex	Removed graffiti
Sports Complex	Drinking fountain repaired
Twin Pines Park	Repaired and replaced fencing and picnic tables
Twin Pines Park	Mulched landscape beds
Twin Pines Park	Irrigation repairs near Manor Building
Twin Pines Park	Removed dead trees
McDougal Park	Installed 13 trees and 30 plants with drip irrigation at entrance of park
McDougal Park	Installed fencing creating dugouts on Field 1
Barrett Community Center	Installed new bench at Quad Room A
Barrett Community Center	Shrub and landscape maintenance
Barrett Community Center	Graffiti abatement
Cipriani Park	Replaced irrigation valve
Cipriani Dog Park	Repaired drinking fountain
All Parks	Routine maintenance

Athletic Field Activities

Location	Work Performed
Sports Complex	Soccer Field layout and stripping
Sports Complex	Repaired irrigation main line
Sports Complex	Repair irrigation pressure regulator
Sports Complex	Field lights circuit breaker replaced
South Field Sports Complex	Daily field prep for Adult softball program

Medians and R-O-W Activities

Location	Work Performed
North Road	Weed abatement & litter clean up
Ralston Avenue	Clean up of Vista Point
San Juan Canyon Road	Downed tree removed

Open Space Activities

**Park & Recreation Department
Monthly Report
August 2014**



Location	Work Performed
Water Dog Lake	Downed tree removed on Lake Loop Trail
Water Dog Lake	Litter clean up on Finch Trail

Facilities Maintenance Activities

Location	Work Performed
Barrett Community Center	Removed wall in Room 5
Barrett Community Center	Relocate light switches in Room 5
Barrett Community Center	Painted studio walls and epoxy floor in Room 5
Barrett Community Center	Repaired leaking toilet
Barrett Community Center	Repaired and painted cracked stucco
Community Learning Center	Removed classroom curtain
City Hall	Repaired door hardware
City Hall	Repaired bathroom fans
City Hall	Adjusted several doors
Police Department	Repaired garage door opener
Police Department	Repaired lift mechanism on dispatcher's desk
Police Department	Removed bollard from parking lot
Corp Yard	Raised door opening at Fleet Management
Corp Yard	Repaired toilet
Manor Building	Repaired baseboard and toilet
Lodge Building	Repaired door hardware
Fire Station 14	Repaired oven
Fire Station 14	Repaired dishwasher
Fire Station 14	Mounted bulletin board
Library	Repaired front door
Library	Mounted flat screen TV on wall
Library	Painted Teen & Tech Room
TPS&CC	Adjusted refrigerator temperature
TPS&CC	Light bulbs replaced in display cabinet
TPS&CC	Repaired sign at front desk
TPS&CC	Door hardware adjusted

**PLANNING AND COMMUNITY DEVELOPMENT
MONTHLY COUNCIL REPORT
September 2014**

<i>PROJECT</i>	<i>PRESENT ACTIVITY</i>	<i>STAFF</i>	<i>NEXT ACTION</i>
	ZONING CODE AMENDMENTS		
<i>2035 General Plan Update & Belmont "Villages" Districts Element (BVE) and Zoning (BVZ)</i>	<p>Project includes rezoning, and new development standards for DTSP and Ralston/El Camino Real Corridor area.</p> <p>Outreach event occurred on 11/15/12 related to Belmont's Grant/Case Study via the Grand Boulevard Initiative. The results of the case study will inform BVZ edits.</p> <p>Draft GBI (Grant) case study findings (ECHO II) provided to City in mid-March 2013; some recommendations to be incorporated into Draft BVZ.</p> <p>Draft Belmont Village Element (BVE) prepared and reviewed by PC on 5/7, 5/21, and 7/1; PC concurred with Draft and forwarded to City Council.</p> <p>CC first review of Draft BVE occurred at 8/13 mtg. ECHO II Presentation made to PC at 10/15 meeting – the item was well received.</p>	de Melo	<p>ECHO Presentation made at 1/28/14 CC Meeting – well received. Council directed incorporation of case study recommendations as appropriate into Belmont Village Policy documents.</p> <p>City Council reviewed Downtown Revitalization & General Plan Policy Framework at 2/11/14 meeting and concurred with Action Plan and necessary funding/resources for project.</p> <p>Staff is currently generating Scopes of Work for Project Components and Associated EIR. At 5/13 CC Meeting, a Council Subcommittee was appointed to assist in the final consultant selection. On 6/19, CC Subcommittee recommended Dyett & Bhatia for GP Update and BV Project. Service Agreement approved by City Council at 7/8 meeting. Staff kick-off meeting conducted on 8/22; next steps include stakeholder meetings and data/research of current GP policies/documents.</p>
	COMPLEX DEVELOPMENT REVIEW PROJECTS		
<i>Firehouse Square</i>	<p>Council adopted Resolution authorizing ENA proceedings at 8/14/12 CC meeting.</p> <p>Draft ENA with Sares-Regis approved by Council at 8/13/13 mtg; ENA has been signed by all parties. Next steps include due diligence by Sares-Regis and neighborhood outreach.</p> <p>First community outreach meeting occurred on 12/18/13 on-site –</p>	de Melo Scoles Rennie Fil	<p>Third outreach held on 4/14/14 – 45-50 attendees; Sares-Regis presented project plans & alternatives; presentation was well-received. Next steps include submission of development review application and crafting of potential Development Agreement (DA) terms. No update since last report.</p>

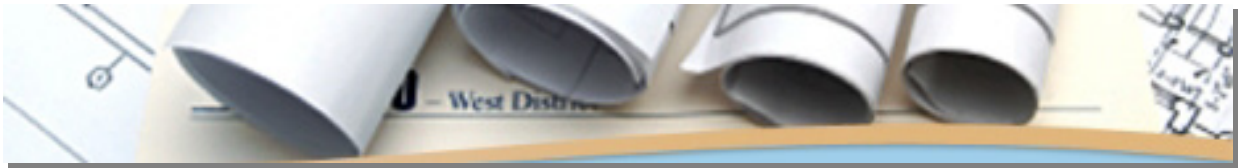
	productive meeting with approximately 20-25 attendees. Second outreach meeting held on 1/27/14 – 45-50 attendees; the meeting allowed for discussion of constraints & opportunities.		
<i>Autobahn Motors Dealership Expansion – 700 Island Parkway</i>	<p>Project entails demolition of existing Sales/Service facility and construction of new Sales Facility/Showroom building. Some service operations will migrate to Harbor Boulevard site (HIA area) currently leased by Autobahn. City Council approved Service Agreement with Environmental Consultant for project in July 2013. Formal application for entitlements filed in mid-September 2013.</p> <p>Project Environmental Study released for public comment and to the State Clearinghouse on 3/18; public comment period ended on 4/18.</p>	de Melo	<p>Project Environmental Study & PD Amendment reviewed by PC on 5/6 and recommended for approval to Council.</p> <p>City Council approved entitlements on 5/27; second reading of Ordinance amending PD completed on 6/10. Next step is submission of Detailed Development Plan (DDP) for review. <i>DDP & Design Review public hearing tentatively scheduled for 9/16 Planning Commission meeting.</i></p>
<i>576-600 El Camino Real – Proposed Mixed-Use (Commercial & Residential) Development</i>	Project includes construction of three story mixed-use building – 10k square feet of ground floor commercial space and 26-32 residential condominiums (on 2 nd & 3 rd floors). An underground garage will serve the residential units and 32 at grade spaces will be provided for the commercial uses.	de Melo & Contract Planner	City Council approved Service Agreement with Environmental Consultant for project in January 2014. Formal application for entitlements filed in October 2013. Project Environmental Study released for public comments on 6/30; <i>Planning Commission conducted public hearing on project entitlements on 9/2/14; Commission continued project requesting additional research and evaluation of potential project modifications. Project tentatively scheduled for City Council review in October/November 2014.</i>
<i>Crystal Springs Uplands School (CSUS) – 6-8 & 10 Davis Drive</i>	CSUS filed new development review application in January 2014. Project entails construction of new 60k sq. ft. middle school to accommodate 240 students. Project includes a classroom building, and all-weather surface athletic field. A gymnasium & covered pool is proposed in a later phase.	DiDonato & de Melo	City Council approved Service Agreement with Environmental Consultant for project in January 2014. Preparation of Project Environmental Study (including a new traffic study) is underway. <i>Public hearings anticipated in Spring 2015.</i>

<i>Clear Channel Outdoor (CCO) – Shoreway Road</i>	Project entails installation of a two-sided digital electronic billboard for the City's Shoreway Road Pump Station property.	de Melo Scoles Rennie Fil	City Council authorized City Manager to negotiate lease terms and allow CCO to file a development review application for the subject property in March 2014. City currently working on a lease agreement and billboard relocation agreement. Development application anticipated to be filed on 7/28/14; currently under completeness review. Amended Environmental Consultant Service Agreement approved at 8/26 City Council meeting.
<i>Property Adj. to 1114 Village Drive</i>	Tentative Map/ Design Review/Grading Plan & CUP for Construction of 10 Townhomes over a Common Parking Garage. Project reviewed and approved by Commission at 7/3/12 meeting.	DiDonato	Subdivision reviewed and approved at 10/23/12 CC meeting. <i>City Council review of PUE Vacation, and Final Subdivision Map tentatively scheduled for 9/9 meeting.</i>
	SAN JUAN HILLS DEVELOPMENT		
<i>San Juan Hills Master Plan Subdivision (Lehmer)</i>	<p>Sale of Bishop Property completed on 10/2. Council initiated General Plan Amendment & Rezoning for balance of city-owned property at 9/10 meeting. Planning Commission reviewed GPA/Rezone on 10/1 and recommended approval.</p> <p>City Council adopted GPA Reso to designate the property as Open Space (OS), and conducted first reading of Ordinance for new Open Space – Parks (OS-P) Zoning District at 10/22 meeting. Second Reading of Ordinance completed at 11/12 CC meeting.</p>	de Melo, Scoles, Rennie & Fil	At 11/26/13 CC meeting, Council gave direction on specific improvements to further implement the subject properties as parks/open space (signage, trail maps, etc.). (OS-P) Zoning is effective on 12/10/13. No update since last report.
	APPEALS		
	SUCCESSOR AGENCY PROJECTS		

Items shown in bold face are new since last month.

Items shown in italics are scheduled for next CC or PC meeting.

Items shown in ~~strikeout~~ will be removed in next report.



**PERMIT CENTER
MONTHLY COUNCIL REPORT
August 2014**

PERMIT ACTIVITY	RESULTS	COMMENTS
Development Review Applications Received	0	Planning Division
Development Review Applications Approved	0	Planning Commission Review
Permit Applications Received	104	Building, Plumbing, Electrical & Mechanical
Permits Approved	100	Inclusive of above
Permits Issued	99	
Inspections Performed	353	Building Division
Revenue Generated	\$209,219.21	Development Services
Department 210		



Belmont Police Department

Monthly Activity Report for August 2014



PERSONNEL

- Cpl. McGuigan retired as of August 15, 2014.
- One Officer announced his resignation as of September 3, 2014.
- One Officer is completing his FTO training.
- Recruitment underway to fill two pending Police Officer vacancies.

OPERATIONS

Arrests – 57

Citations – 448

Total Incidents – 2728

Reports Written – 219

Code Enforcement – Total Calls: 74, Admin Citations: 1, Warnings: 4

COMMUNITY POLICING

Abandoned Vehicle Report: 37 complaints (34 resolved within 96 hours, 3 were not).

Child Safety Seats: Community Service Officers inspected 9 car seats.

ADMINISTRATIVE ACTIVITIES

Chief DeSmidt attended meetings and participated in functions for:

- Coffee with Cops
- SMCPCSA Meetings
- Mental Health Board Meeting
- CWI Meeting
- Legislative Committee Conference Call
- Vacant Nikon Property Meeting
- MVPD Chief Bosel Swearing-In
- Staff Meeting
- Lunch with the Chief and PD Tours
- Meeting with DA and Sheriff Re: Prop 47
- 4 Corners Meeting
- National Night Out

Capt. Halleran attended meetings and participated in functions for:

- Operation Cohesive Capability, Central Zone Planning
- Monthly Shelter Meeting (Red Cross)
- San Mateo Co. Records Managers Meeting
- MVPD Chief Bosel Swearing-In
- Field Crisis Consultation Committee Meeting
- Urban Shield Yellow Command Training
- San Mateo Co. CERT Coordinators Meeting
- Communication Managers Association Meeting
- Web EOC Meeting
- Belmont CERT Meeting
- Operation Cohesive Capability Mid-Term Meeting
- Officer Worn Video Admin. Training
- San Mateo Co. Emergency Managers Meeting

Capt. Psaila attended meetings and participated in functions for:

- Operation Cohesive Capability
- National Night Out
- GTF Meetings
- Staff Meeting
- Administrative Meetings
- Range Training
- Meetings with Sergeants
- SWAT Meetings
- Training Meetings

TRAINING		
NAME	DATE(S)	CLASS
K. Stenquist	August 4-7, 2014	SWAT Update
T. Jernegan	August 5-7, 2014	Dispatcher Update
J. Christman	August 7-8, 2014	SLI
J. O'Connor	August 12-14, 2014	DAR
A. Balady	August 12-14, 2014	DAR
R. Collins	August 14-15, 2014	Vehicle Ops
H. Brown	August 12, 2014	PSP Arrest/Control
T. Psaila	August 13, 2014	Use of Force/TASER
K. Stenquist	August 21, 2014	GLOCK Armorer
P. Lotti	August 28-30, 2014	SLI

POLICE RESPONSE HIGHLIGHTS
<ul style="list-style-type: none"> • The Belmont Police Department Traffic Division and School Resource Officers coordinated a smooth transition for our children returning to Belmont schools. • Officers arrested a man in the Homeview neighborhood while he was in the act of burglarizing a vehicle. • Belmont Officers helped facilitate another successful National Night Out. This year we reached an all-time high with 14 neighborhoods participating with formal events!

Belmont Fire Department



Monthly Activity Report

For

August 2014

Personnel

Retirements: None

Recruitments: Hired three new Firefighter Recruits who start SMCO Fire Academy on 9/2/14.

Promotions: None

Operations

Emergency Response: For the month of August there were 207 requests for assistance as follows:

Incident Type	Total
Fire & Explosion	5
Overpressure/Rupture/Explosion	0
Rescue & Emergency Medical	139
Hazardous Condition	3
Service Call	17
Good Intent Call	34
False Call	9
Total	207

Mutual Aid Received	29
Mutual Aid Extended	15

Community Outreach

Administrative Battalion Chief Kent Thrasher attended meetings and participated in functions related to the following:

SMT Meetings * Truck 14 Meeting * Labor Group Meeting * San Mateo Fire FACT Meeting * Belmont ISD Meeting * Command Staff Meeting * San Juan Canyon Vegetation Management Meeting * City Council Meeting * Fire Prevention Meeting * Hazmat Committee Meeting * EOC Section Specific Training * Probationary Firefighters Meeting * Fire Support Staff Meeting * San Mateo Fire Station 24 Re-Opening Event * Training Drill at 10 Davis Drive * Hotel Project Meeting with Community Development *

Fire Crews Outreach

Fire Personnel provided the following outreach/education to the community:

Belmont CERT Team Meeting at Station 14 *

Training

Fire Personnel attended the following training & exercise opportunities:

Performance Standards of Drafting & Review of Water Shuttle Operations in Foster City * Skills Rodeo at 10 Davis Drive in Belmont *

Total Department Training Hours for Month	225
Average Training Hours by Shift for Month	75

August Fire Prevention Activities

Activity	Total
Business Annual Inspection/Re-Inspections	11
New Business License Inspections	6
Plan Reviews	4
Site Plan Reviews	2
Fire Inspections/Fire Finals	2
Training/Inspections with Belmont Building Inspector	93



**Engineering Monthly Report
Public Works Department
September 12, 2014**

PUBLIC WORKS STORM PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Ralston and Harbor Pump Station Lid Replacement Project	Gilbert Yau	Bids opened on July 18, 2014. Contract was signed by contractor and construction started on August 25, 2014.	Complete construction.	This project will replace 4 concrete lids at the Ralston and Harbor Storm Pump Stations.
Hillman Ave & Ruth Ave Street and Storm Drain Improvement	Gilbert Yau	Consultant prepared detailed plans for the detention system at Ruth Avenue. Staff is reviewing options to lower the construction cost. Information is also shared by the City of San Mateo for potential impact to their downstream facilities.	On Hold- Complete the design of the detention system and evaluate alternatives to reduce cost. Staff continues to look for grant opportunities to fund improvements.	The total estimated cost for all drainage and road improvement is estimated at \$7.0 million.
Marsten Ave Storm Drain Repair	Gilbert Yau	Bids opened on August 28, 2014. The apparent low bidder is Trinet Construction.	Contract award. Start construction by late September.	Repair broken storm drain pipe on the slope adjacent to Marsten Avenue at Lori Drive.

PUBLIC WORKS STREET PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
2014 Pavement Maintenance	Dalia Manaois	Construction in progress.	Complete construction.	Project will slurry seal various streets within the City as part of the pavement preservation program.
2015 Pavement Reconstruction Project	Dalia Manaois	Field investigation and design activities.	Public Outreach.	Project includes \$534k in federal funds and \$150k in Measure A Grant funds.
Old County Road Street Lighting (Phase II)	Gilbert Yau	The district boundaries were revised to accommodate all poles on Old County Road and Masonic Way. Staff developed the street light fixture standard plan and approved by City Council on July 22, 2014.	Continue to coordinate with PG &E for the design to obtain right-of-way clearance for the project and coordinate with residents and business owners.	Project to underground overhead utilities along Old County Road utilizing Rule 20A fund. The lack of RDA funding will require other fund sources to construct streetlight related improvements (City funded).
Old County Road Pedestrian/Bike Project	Gilbert Yau Dalia Manaois	Design contract awarded to BKF. Consultant started survey and preparation of preliminary plans.	Complete survey and design.	Project scope of work includes installation of new sidewalk to fill in gaps; install ADA compliant driveways and new bike facilities.
Ralston & Highway 101 Landscape project.	Gilbert Yau	Project on hold. City and Redwood City need to reach an agreement on design and construction of improvements.	Reviewing existing agreements to determine requirements for moving project forward.	Landscaping design will need to be modified based on available budget.
Ralston Avenue Pedestrian Improvement Project	Gilbert Yau	Design contract awarded to BKF. Consultant started survey and preparation of preliminary plans.	Complete survey and design.	Project to install new sidewalk along Ralston Avenue between South Road and NDNU entrance; relocate existing retaining walls.

PUBLIC WORKS SEWER PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Sewer Force Main Evaluation	Bozhena Palatnik	Data collection is in progress. The consultant will be removing transient pressure monitor and HY2S monitors that were in place for over a month.	Additional soil samples will be taken for the 2 nd phase of condition assessment along East Laurel Creek and Hastings Drive. Analyze results of the inspection and prepare a condition assessment report.	This project includes evaluation and condition assessment of the city's existing sewer force mains.
Ralston Avenue Sewer Main Improvement Project- Phase 1	Bozhena Palatnik	Contract award.	Issue a Notice to Proceed. Begin construction.	This project will replace the sewer main on Ralston Avenue between Notre Dame Avenue and South Road.

PUBLIC WORKS DEVELOPMENT

PROJECT	STAFF	CURRENT ACTION	NEXT ACTION	COMMENTS
Public Works Permits	Diane Lynn	# of Engineering Permits issued: 28 # of Inspections assigned: 113	Ongoing	

DEPARTMENT OF PUBLIC WORKS

Citizen Requests and Response Time Log
August

Citizen Concern	Total Requests	1 Hour	24 hrs	24hrs- Week	Scheduled	OverTime	Comments
Debris Pick-up	9	9					
Emergency Sewer Calls -after hours	4	4				4	
Emergency Storm Drain Calls-after hours							
Emergency Sewer Pump Station							
Graffiti/Vandalism	1	1					
Illicit Discharge							
Public Inquiry	13	10	3				
Sewer Repair							
Sewer Lateral/PLCO	17	16	1				
Sewer Overflow							
Sidewalk							
Storm Drain	1	1					
Street Light	10	1	4	4	1		
Street Maintenance/ Potholes	8			4	4		
Street Signs	6	2	4				
Street Sweeping							
Traffic Signals	6		2	4			
Weeds/ shrubs/trees (within ROW)	1	1					
Storm Related Call							
Recology Calls	8	7	1				
Total Requests/turn around time	84	52	15	12	5		
Percentage		62%	18%	14%	6%		
Previous Month's Total	95	67	7	11	10		
Previous Month's Percentage		71%	7%	12%	11%		

Public Works Department- Preventative Maintenance

Preventative Maintenance	Total #	Unit
Sewer Line Cleaning Footage	13,540	feet
Storm Line Cleaning Footage	345	feet
Sewer Video Inspection Footage	3,259	feet
Storm Drain Video Inspection Footage	880	feet
Curb Miles Swept - mileage	467	miles
Vehicle Preventative Maintenance	20	vehicles
Vehicle Repairs	19	vehicles



CITY OF BELMONT
PARKING AND TRAFFIC SAFETY COMMITTEE MEETING MINUTES

August 7, 2014 – 2:00 PM

Present: Parking and Traffic Safety Committee (PTSC) Members and Residents (see sign-up sheet).

Meeting opened and introductions were made. For each item, residents presented their concerns and staff outlined results of investigations to date followed by a discussion.

1. Request to establish a curb drop-off zone with timing to be 8:10-8:30 AM on Buena Vista Avenue adjacent to the red zone at the Cipriani Elementary school to mitigate traffic congestion and facilitate traffic flow in the morning.

One community member attended the meeting. The PTSC members discussed possible implications of the parking time changes. 20-minute drop-off zone will not be enforceable by Police Department due to its short duration. The school would have to do self-policing, if they decide to proceed with it. It is recommended to leave the area as is.

2. Request to add crosswalks at the intersection of Cipriani Blvd/Carmelita Avenue to increase visibility of pedestrians and children walking to school.

One community member attended the meeting. The following issues were discussed:

- The intersection of Cipriani Blvd/Carmelita Avenue has a two-way stop.
- There are a lot of parents with school children walking in the area towards Cipriani Elementary School.
- Installing a crosswalk on Cipriani Blvd will give pedestrian a false sense of security when some drivers might not stop for pedestrians.
- Establishing a 4-way stop at the intersection might be another solution but additional stops will create more congestion and most likely will not be warranted by volume of traffic.
- Another solution can be installation of in-pavement crosswalk lights (similar to the ones on Ralston at Villa Avenue). This will require consent from the neighbors to ensure that they will not object to flashing lights in front of their properties. It also will require applying for a grant to install this type of device.

3. Request to establish a No Parking Zone across the street from 2933 Alhambra Drive to improve vehicular circulation.

No community members attended this meeting. City staff received several phone calls from the property owners objecting to the proposed red zone. PTSC staff discussed the issue and agreed that elimination of parking in front of somebody else's property needs consent from the property owner. In addition, there is already limited parking in this area. Fire Department drove a fire engine on the street and when cars were parked on both sides of the street, the emergency response time was delayed. Additional parking restrictions would make parking congestion worse leading to more delay in emergency response.

4. Request to establish a No Parking Zone (approximately 3 car lengths) on the southeast side of Hastings Drive between Carlmont Drive and driveway to the apartment complex.

One resident attended the meeting. The following concerns were discussed:

- Vehicles parked on the east side of Hastings Drive at the stop sign encroach in the travel lane forcing drivers to cross the centerline into the opposite lane of traffic.
- There have been multiple sideswipe accidents at the intersection of Carlmont Drive/Hastings Drive within 2-year period.
- There are a lot of apartment buildings in this area and parking is in high demand. Additional parking restrictions will cause more parking congestion in the neighborhood.

City staff will contact property owner/property manager of the apartment buildings located at the subject location and get their input on the proposed No Parking zone.

5. Request to establish a red zone on Crest View Avenue on both sides of the driveway to the Crestview Apartments adjacent to 301 Old County Road.

The property manager from the Crestview Apartments attended the meeting. The request involved establishment of a 3-foot red zone on both sides of the southwest driveway to the apartment complex to improve sight distance for cars exiting the apartment complex and for Recology trucks to have adequate space to safely pull in the driveway to empty the garbage dumpsters. City staff will seek Council permission to establish No Parking restrictions. Residents along the street will be notified.

6. Request to improve pedestrian safety on Oxford Place across from the church parking lot.

Two property owners attended the meeting and participated in discussion. City staff also received a number of phone calls regarding this item. The following issues were discussed at the meeting:

- When cars are parked next to the crosswalk from the Church parking lot across Oxford Place, drivers of Oxford Place do not get a good sight distance to see oncoming pedestrians/bicyclists using the crosswalk and do not have sufficient time to react.
- Placement of any signage advising drivers of pedestrians is opposed by a number of property owners on Oxford Place.
- Installation of the mirror on the street is not supported by the PTSC staff due to liability reasons.

- Establishment of 6-foot “No Parking” zones on both sides of the pedestrian crosswalk will provide more clearance for pedestrians to see oncoming traffic and create a better visibility of pedestrians for drivers.

City staff will seek Council permission to establish No Parking restrictions. Residents along the street will be notified.

7. Request to establish parking restrictions on both sides of the driveway at 906 Villa Avenue.

Nobody from public attended the meeting to participate in the discussion. City staff received a phone call from the business owner on Villa Avenue objecting to any parking restrictions. PTSC discussed the existing parking situation on Villa Avenue and determined that the width of the driveway is sufficient enough for cars to safely enter/exit the driveway. If the driveway gets blocked by the cars, the residents should be calling Police enforcement. There are multiple apartment buildings and businesses on Villa Avenue and any parking restrictions at this location will have a negative effect on overall parking situation in the area.

8. Request to establish a No Parking Zone (approximately 2 car lengths) on East Belmont Canyon Road (2500 block) at Ralston Avenue to improve visibility and safety of Belmont Canyon Road ingress/egress.

One property owner attended the meeting and objected to any parking restrictions near his property. City staff also received several phone calls from the property owners objecting to parking restrictions. The existing parking is limited and it is recommended to leave it as is.

9. Request to establish a No Parking Zone on Carmelita Avenue starting from the property line at 2514 Carmelita Avenue extending 20 feet along the frontage of 2516 Carmelita Avenue.

One resident attended the meeting. City staff also received a number of phone calls objecting to any parking restrictions. The existing parking on Carmelita Avenue is fairly limited. Creating any parking restrictions in this residential neighborhood will move the parking problem to another street creating parking congestion there. Fire Department drove a fire engine through the area to determine if the width of the street is sufficient to allow access for the emergency vehicles. As long as cars are only parked on one side of the street, there is no delay in the emergency response time.

10. Request to install a stop sign on northbound Middle Road at Laurel Court.

Two community members attended the meeting. The request involved a stop sign installation in northbound direction of Middle Rd near the curve at 645 Middle Road/Laurel Court to allow easier access from the driveway. There is currently another stop sign installed within 250 feet from the subject intersection. Conversion of the 3-way intersection at Middle Road/Laurel Court into a 2- or 3-way stop is not warranted by Stop Sign Installation procedure due to vehicle/pedestrian volumes. There is currently 25 MPH sign on Middle Road is blocked due to overgrown vegetation (south of the driveway at 645 Middle Road). Also there is a non-compliant tall fence that is blocking visibility from the driveway. City

staff will review the fence location and height and refer it to Code Enforcement, if needed. In addition, City staff will erect 15 MPH school zone sign to advise drivers to slow down.